

**BY ORDER OF THE
COMMANDER**



**AFOATS SUPPLEMENT 1
DOD MANUAL 4525.8-M/AF SUPPLEMENT 1
3 March 1999**

INFORMATION MANAGEMENT

OFFICIAL MAIL MANUAL

DOD Manual 4525.8-M/AF Supplement 1, 18 April 1994, is supplemented as follows:

Chapter 3

C. 1 (ADDED) (AF) Consolidate all mail forwarded to Headquarters AFOATS. Address to HQ AFOATS/SDCBA and annotate on the container **“CONSOLIDATED MAILING.”**

K6b(2) C (ADDED) (AETCS1). Express Mail is used only for mission essential business. AFROTC senior unit commanders are responsible for and are authorized to determine when to utilize Express Mail. Administrative material express mailed includes promotion recommendation forms and officer and enlisted performance reports that must meet command evaluation boards and legal documents. Headquarters personnel will bring their express mail to the headquarters mailroom for processing.

Chapter 5

B. 2. (ADDED) (AF) **Senior unit procedures for procuring mailing services:**

a. (Added). The unit commander will appoint a primary **official mail manager (OMM)** and forward the letter to HQ AFOATS/SDCBA.

b. (Added). Senior units having a contract with their university mailroom must report quarterly expenditures on the contract in letter format to HQ AFROTC/CCR. Reports are due **NO LATER THAN THE 15th of January, April, July and October.**

c. (Added). Senior units using commercial mail stamps, and not having a contract with their university mailroom, will purchase stamps using the IMPAC card. No report is required.

d. (Added). When there is a need to pay for a bulk mailout, the unit official mail manager will transmit a request message to HQ AFROTC/CCR via fax or E-mail. **NOTE: If the request is for a Regional Director of Admission (RDA) or a Goldbar, mail or fax request to HQ AFROTC/RROO.**

e. (Added). If funding for bulk mailout is available, HQ AFROTC/CCR will forward an approval letter to the Defense Finance & Accounting Services (DFAS) for payment. If funding is not available, CCR will notify the unit.

f. (Added). Upon receipt of funded approval letter, DFAS will produce the SF 1034, Public Voucher for Purchases and Services Other than Personal, for the detachment, process the request, and mail the postal check directly to the detachment. Senior units no longer require a DD Form 577, Signature Card, for postal services.

g. (Added). After receiving the check, the unit mail manager will take the check directly to the local post office to replenish the stamp supply. The post office will provide a signed receipt for the check to the OMM. The OMM will, in turn, complete and mail a DD Form 250, Material Inspection and Receiving Report, to the DFAS office no later than the close of business the next day. Also, attach the signed receipt to the DD Form 250.

h. Junior unit mail services procurement procedures:

(Added). AFJROTC instructors will contact the school administrator and arrange for the school to provide stamps or use of the school's postage meter. Mail expenditures should be deducted from unit account at the school or school district.

NOTE: Contact HQ AFROTC/CCR for all guidance regarding junior unit mail expenditures.

ROBERT C. LEWIS, JR., Lt Col, USAF
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